

Preservation of Records : During the period under review 1,500 records were flattened, 2,500 records were repaired with tissue paper and 7,000 papers were guarded, stitched and pasted.

Photo-Duplication : The Department has its own microfilming unit and during the period under report 3,367 pages were Xeroxed.

Library : 600 books were acquired during 1977-78. The proposal to appoint a Librarian and a Library Attendant is under consideration.

Other Activities : Director, State Archives participated in the 38th Session of the Indian History Congress at Bhubneshwar.

DELHI

1976-77

Administration : There was no change in the administrative set up during 1976-77.

Budget : For 1976-77 a sum of Rs. 0.42 lakh was spent out of the budget provision of Rs. 0.48 lakh on the non-plan side and a sum of Rs. 1.12 lakhs was spent out of the budget provision of Rs. 6.25 lakhs on the plan side. For 1977-78 a sum of Rs. 0.49 lakh has been made on non-plan side and a sum of Rs. 7 lakhs on the plan side.

Building : The Department has been set up in the premises of the Secretariat building at 5, Sham Nath Marg, Delhi. There is however a proposal to construct a building for which designs/plans and estimates have since been finalised, and it is hoped that the construction work may begin during the current financial year.

Record Management : Due to some pressing difficulties the work in regard to appraisal of records and preparation of retention schedule could not be taken up.

Research and Reference : During the period under review 9 scholars availed themselves of the research facilities. 250 records by Government agencies and 600 records by research scholars were requisitioned.

Reference Media : Various types of reference media are under preparation.

Publication Programme : The programme of publication will be taken up in due course of time.

Preservation of Records : During the period under review 600 records were flattened, 2,655 records were repaired, 3,000 records guarded and 150 volumes were bound.

Photo-Duplication : The State Archives possesses a photostat machine and a microfilm reader. About 15,000 photo copies were made during the period under report.

Library : About 250 books were acquired. There is a provision for a separate library in the new building.

Other Activities : To arouse archival consciousness in the general public an exhibition was organised by the Department during 1976-77 which received wide publicity and appreciation from press and public. A rapport with public was maintained through press and a number of press conferences were addressed by the Chief Executive Councillor.

GOA

1976-77

Administration : There was no change in the administrative set up during 1976-77.

Budget : For 1976-77 a sum of Rs. 3,83,096 (2,75,887 Archives, 1,07,209 Archaeology and Museum) was spent on the non-plan side, out of the budget provision of Rs. 4,29,000 (Rs. 2,95,000 Archives, Rs. 1,34,000 Archaeology and Museum) and a sum of Rs. 1,99,583 was spent against the budget provision of Rs. 2,00,000 on the plan side. For the year 1977-78 a budget provision of Rs. 3,88,000 (2,76,000 Archives, Rs. 1,12,000 Archives and Archaeology). Was made on the non-plan side and a sum of Rs. 2,49,000 (common to Archives and Archaeology) on the plan-side.

Building : The Directorate has at present its own building and as already reported plans for the construction of a new building have been taken up. In the budget estimates for 1977-78 a provision of Rs. 88,000 is made towards this scheme.

Records Management : During the year different series of the records were examined. The records of the Orphanological Inventory Series were arranged. The records of *Julgado de Dio* were verified and 1,585 files were checked and indexed. The work of preparation of Inventory of *Processes Civic* and verification of records received from Daman were undertaken. Most of the records were marked for retention. Retention schedule is being followed while reviewing the records.

Research and Reference : Thirty scholars including seven foreigners availed themselves of research facilities in this Directorate. About 37 requisitions by government offices and 400 requisition of records by research scholars were attended to during the period under review. 412 queries on records received by private parties/individuals were attended to.

Reference Media : No work was done in this regard during the period under review.

Publication Programme : Along with the proposal for publishing the "Assentos do Conselho de Fazenda" Volume I (1613—1621), a new project of selection of documents on "Sawantvadi Saunsthanchya Itihasachi Sadhane" is also undertaken.

Preservation of Records : Approximately 47,306 documents were flattened, 1,300 foils of manuscript volumes and loose documents were reinforced by full tissue papers. 10 loose documents were repaired and 22 photo albums were prepared.

Photo-Duplication : The Department has its own microfilming unit. Nearly 6,734 frames of the microfilms, 890 photo-prints and 90 photostat prints were taken during the period under review.